

## Self-Assessment Checklist for English Elements 3

### Test 3 – Seite 1/2

Use this checklist to find out how much English you already know.

Tick the things that you think you can do. You don't have to be perfect!

For example: *'I can write a letter/e-mail asking for information'* means that the person receiving your letter can understand what you require even if you make some mistakes.

#### Listening

- ☐ I can follow an interviewer asking about personal things.
- ☐ I can catch the main theme of a song.
- ☐ I can understand people talking around me if they speak clearly.
- ☐ I can follow a telephone conversation at work if the person speaks slowly: *Hello, how can I help you? / Mary is speaking on the other line.*
- ☐ I can follow the story line of a story or a fairy tale if the language is standard.
- ☐ I can understand a message on a mailbox: *Jenny speaking. Just phoning to confirm our appointment on Wednesday.*
- ☐ I can understand the main points of a radio news bulletin, spoken slowly and clearly.
- ☐ I can understand numbers larger than a thousand.

#### Reading

- ☐ I can find the relevant information in brochures (for example, information about courses for aerobics).
- ☐ I can find general information I need in travel guide books (for example, information about accommodation).
- ☐ I can understand a simple written message, an e-mail or a standard routine letter at work.
- ☐ I can understand the main points in a newspaper advertisement for a job.
- ☐ I can find the required information in longer texts and guess the meaning of some unknown words.
- ☐ I can search a newspaper article to find the information I need.
- ☐ I can understand the general meaning of a poem, but not necessarily in detail.
- ☐ I can understand everyday signs and notices: *Credit cards are accepted. / English is spoken here.*

#### Speaking (Interaction)

- ☐ I can give and ask for opinions on everyday topics, such as family, hobbies, work and travel: *In my opinion, I think that we have paid too much.*
- ☐ I can pay a compliment: *You look great!*
- ☐ I can agree and disagree politely: *I'm all for it. / Sorry, but I think that's wrong.*
- ☐ I can ask for or refuse permission in a polite way: *May I use your car? / I'm afraid that's not possible.*
- ☐ I can accept or refuse an invitation: *Would you like to come to dinner? / I'd love to.*
- ☐ I can discuss a problem and suggest a solution: *Why don't you try yoga?*
- ☐ I can ask for and give advice: *If I were you, I would eat less.*
- ☐ I can warn somebody: *Don't drink and drive!*

## Self-Assessment Checklist for English Elements 3

Test 3 – Seite 2/2

### Speaking (Production)

- ☐ I can compare people or things: *This is the most interesting book that I've ever read.*
- ☐ I can talk about my feelings: *I can't stand getting up early in the morning.*
- ☐ I can talk about popular TV programmes.
- ☐ I can tell a story.
- ☐ I can describe my wishes and my dreams: *I wish I were on holiday.*
- ☐ I can say what I would do if I were rich: *If I were rich, I would buy a castle.*
- ☐ I can talk about a product describing its size, shape, colour and what it is made of: *It's oblong, 2 metres long and made of iron.*
- ☐ I can say what I am (not) allowed to do: *You mustn't smoke in the office.*

### Writing

- ☐ I can write a letter asking for information.
- ☐ I can write a fax to book accommodation
- ☐ I can write a few connected sentences using 'but', 'although', 'because', 'however', 'while'.
- ☐ I can write a simple e-mail, a short business message or a memo at my work-place.
- ☐ I can complete a travelling timetable.
- ☐ I can write a short poem or a riddle.
- ☐ I can take notes from a radio programme or from a newspaper article.
- ☐ I can write a short summary of a newspaper article.

### Communication Strategies

- ☐ I can guess the meaning of unknown words from the context.
- ☐ I can check and clarify what somebody says: *You said Friday, didn't you?*
- ☐ I can ask for the meaning of words in English: *What do you call ...?*
- ☐ I can use a dictionary.
- ☐ I can describe things if I don't know the exact English word: *It's a kind of...*

### Evaluation

Give one mark to each statement that you have ticked.

Marks	Book	Unit
1-11	English Elements 3 / The New Refresher	Unit 1
12-22	English Elements 3	Unit 4
23-33	English Elements 3	Unit 6
34-45	Proceed to Test 4	